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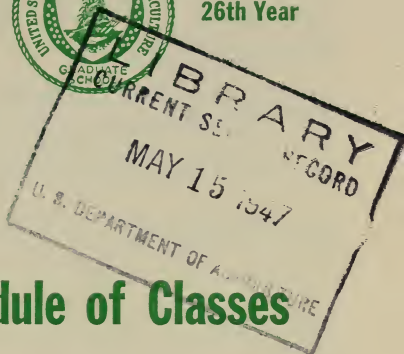
Ag 854 E  
Cap 2

# Graduate School

1946-47



26th Year



## Schedule of Classes

### *Summer Session*

**REGISTRATION—Begins May 26**

**HOURS: 9:00 A.M. to 6:20 P.M.**

**Monday through Friday**

**SPECIAL HOURS: OPEN 9:00 A.M.  
to 1:00 P.M.**

**Saturday, June 7**

**Veterans are requested to register:**

**May 26-June 7**

**Monday through Friday, 3:00 P.M. to 6:20 P.M.**

**Saturday, June 7, 9:00 A.M. to 1:00 P.M.**

**CLASSES BEGIN WEEK OF JUNE 9**

# Time Schedule and Supplement

## *to 1946-47 Bulletin*

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**Complete details**, including rules and regulations, policies, and course descriptions, are given in the 1946-47 Bulletin. Counselors and training officers of your agency have a copy which you may examine. A limited number of these BULLETINS is available for distribution to those who did not receive copies in the fall. Call in person. **Please do not telephone or write for the Bulletin.**

**New Courses**, or courses differing from the description shown in the 1946-47 Bulletin, are indicated by an asterisk following the course title. Complete course descriptions are given in this Time Schedule beginning on page 5.

**New instructors** not listed in the faculty directory in the Bulletin are indicated by an asterisk after the name. Pertinent data are shown on page 8 of this Schedule.

**Counseling** on courses and programs of study is available at all times from members of the School staff who are glad to assist students in planning their work.

**Registration**: begins May 26 (Room 1031, South Building, Department of Agriculture). See schedule of hours on front cover. No one will be registered for credit after June 13, except with special permission of instructor and Registrar. A late registration fee of \$1.00 per course will also be charged after June 13. Registration closes in a course when the maximum for that class is reached.

**Textbooks** may be purchased in Room 1041, South Agriculture Building, from 4:30 to 6:20 p.m., June 2 through June 20 (Saturdays excluded).

**Refund** of fees, less \$3.00 registration fee, may be granted in case of withdrawal before 6:20 p.m., June 20. After this date no refunds will be approved unless the student is compelled to leave Washington because of official governmental action.

**Classes begin** during week of June 9.

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## FALL SEMESTER

Registration Begins September 8

Classes Begin Week of September 22

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Courses are open to non-Federal employees insofar as facilities permit

**Explanation:** Basic information about each course is given in the following order: course number, title, instructor, day and hour of class meeting, fee, and page of 1946-47 Bulletin on which description may be found. The first half and the second half of a course are indicated by a and b respectively. New courses and new instructors are indicated by an asterisk; pertinent data are shown on this Schedule beginning on page 5.

## ACCOUNTING

- 352<sup>a</sup>. **Principles of Accounting—First Half** (Marshall)  
M-W 6-9 \$24 p. 77
- 352<sup>b</sup>. **Principles of Accounting—Second Half** (Dye) T-Th  
6-9 \$24 p. 77
510. **Analysis and Interpretation of Financial State-  
ments\*** (Acker) Th 6-9 \$18

## ADMINISTRATION AND ADMINISTRATIVE PROCEDURES

341. **American National Government** (Smith) Tu 6:45-  
9:45 \$16 p. 66
344. **Introduction to Public Administration** (D. Brown)\*  
M-W 6-8:15 \$24 p. 66
570. **Management Responsibilities for the Administra-  
tive Scientist\*** (Harwood)\* Tu 6-9 \$18
561. **Public Personnel Administration** (Couch) M 6-9  
\$18 p. 72
559. **Position Classification** (Laxton, Findlay)\* Th 6-9  
\$18 p. 73
101. **Business Mathematics\*** (Botts) W 6-9 \$16
108. **Administrative Procedure** (Hickey) W 6-9 \$16  
p. 43
112. **Federal Accounting Procedure** (Tierney) M-Th 6-  
8:15 \$24 p. 44
110. **Federal Auditing Procedure** (Cruikshank) M 6-9  
\$16 p. 44
114. **Federal Personnel Procedure** (Mohagen) M 6-9 \$16  
p. 45

## ARTS

321. **Pencil Sketching and Freehand Drawing** (Lyon)  
M-W 6-8 \$24 p. 116
323. **Drawing for Portraiture and Illustration** (Lazzari)  
M-W 6-8 \$24 p. 116
- 331<sup>a</sup>. **Home Decoration** (Garrels) W 6-8 (eight weeks) \$8  
p. 117
- 331<sup>b</sup>. **Home Decoration** (Garrels) M 6-8 (eight weeks) \$8  
p. 117
192. **Basic Photography** (Briggs) Tu 6:10-9:10 \$16  
p. 119
193. **Applied Photography** (Purdy) Tu 6-9 \$16 and \$2  
laboratory fee p. 120

## BIOLOGICAL SCIENCES

213. **Identification of Local Plants\*** (Ewan) M 6-8  
(3 Saturday field trips as arranged.) \$16
214. **Birds of the Washington Area\*** (Robbins)\* W 7-9  
(4 Saturday field trips as arranged.) \$16

## ENGLISH AND SPEECH

- 222<sup>a</sup>. Composition and Rhetoric (Miller) M-W 6-8:15  
\$24 p. 21
51. College English for Foreign Students (Williams)  
M-F 6-7:30 \$16 p. 22
223. Descriptive English Grammar (Miller) Tu 6-9 \$16  
p. 22
224. Creative Writing (Pryor)\* Tu 6-9 \$16 p. 22
229. Effective Speaking (Mohler)\* Th 6-9 \$16 p. 24
232. Voice and Remedial Speech (Emery) Tu 6-9 \$16  
p. 24
50. Speech Clinic\* (Emery) hours to be arranged \$30
340. Trends in Contemporary Literature\* (Holt) Tu 6-  
7:30 \$8
118. Practical English Usage (White) Th 6-9 \$16 p. 47
119. Vocabulary Building (Huberman)\* W 6-9 \$16  
p. 47

## FOREIGN LANGUAGES

Intensive Language Instruction—French\* (See p. 6)

- 253<sup>b</sup>. Elementary French (De Noia)\* M-Th 6-8:15 \$24  
p. 26
- 259<sup>a</sup>. Elementary German (Ponti) M-Th 6-8:15 \$24  
p. 26
- 259<sup>b</sup>. Elementary German (M. Lederer)\* M-Th 6-8:15  
\$24 p. 26
- 295<sup>a</sup>. Elementary Russian (Tarakus) Tu-F 6-8:15 \$24  
p. 27
- 295<sup>b</sup>. Elementary Russian (Saharov) Tu-Th 6-8:15 \$24  
p. 27
46. Everyday Russian\* (Saharov) W 6-9 \$16
- 300<sup>a</sup>. Elementary Spanish (B. Supervia) Tu-Th 6-8:15  
\$24 p. 28
- 300<sup>b</sup>. Elementary Spanish (Parsons) M-Th 6:30-8:45 \$24  
p. 28
47. Everyday Spanish\* (R. Supervia) Th 6-9 \$16

## MATHEMATICS AND STATISTICS

### MATHEMATICS

1. Review of Freshman Mathematics (Tepping) M  
6-9; alternate W 6-9 \$24 p. 35
2. Review of Calculus\* (H. Horton)\* Tu-Th 6-8:15 \$24
102. Algebra (Rhodes)\* Tu 7-10 \$16 p. 35
103. Trigonometry and Analytic Geometry (Rhodes)\*  
Th 7-10 \$16 p. 36

### STATISTICS

123. Survey of Statistics (P. Brown)\* M-W 6-8:15 \$24  
p. 37
- 127<sup>a</sup>. Elementary Statistical Analysis (Schell) Th 6-9  
\$16 p. 38
- 127<sup>b</sup>. Elementary Statistical Analysis (Pabst)\* M 6-9  
\$16 p. 38

## PSYCHOLOGY

400. Psychology of Human Relations (Sparks)\* M 6-9  
\$18 p. 99
520. Introduction to Sociometry and Psychodrama\*  
(Barron) Th 6:30-9:30 \$18

## SHORTHAND

89. Review of Gregg Shorthand (Evans) Tu-Th 6-8:15  
\$24 p. 49
129. Beginning Gregg Shorthand I\* (Vale)\* M-Tu-Th  
6-7:30 \$24
130. Beginning Gregg Shorthand II\* (Toll) M-Tu-Th  
6-7:30 \$24
230. Gregg, 70 to 100 Words (Coffman) Tu 6-9 \$16 p. 50

## SOCIAL SCIENCES

110. Introductory Survey of Economics (Allin) Th 6-9  
\$16
428. World Politics\* (Spitzer) M 6:30-9:30 \$18
546. Shaping and Implementation of United States  
Foreign Policy\* (Johnson)\* Tu 6-9 \$18
690. Air Traffic Management\* (Robinson) Tu 6-9 \$18

## ADDENDA TO 1946-47 BULLETIN

### NEW COURSES

510. Analysis and Interpretation of Financial State-  
ments

2 credits

LAURENCE W. ACKER

Study of the flow or movement of funds as reflected in the financial statements. Use of ratios and other indices in the analysis and interpretation of financial position together with a consideration of trends and variations therein. Subject matter is developed through lectures and problems supplemented with published financial statements. Each student prepares, under supervision of the instructor, an analysis of the current financial statements of some prominent corporation together with a comparison with the principal competitors in the field.

Prerequisite: Principles of Accounting and Intermediate Accounting.

570. Management Responsibilities for the Adminis-  
trative Scientist

2 credits

WILSON F. HARWOOD

This course is designed to assist persons with backgrounds in scientific or professional fields to carry out effectively supervisory and administrative responsibilities. Techniques and methods will be discussed with respect to work planning, leadership, selecting personnel, organizing the staff, procuring equipment and supplies, budgeting available funds and employees' time, developing efficient work methods, directing and scheduling operations, coordinating effort, developing skills, maintaining high morale, and reporting results.

Prerequisite: Bachelor's degree, supervisory experience or permission of the instructor.

101. Business Mathematics

2 credits

RALPH R. BOTTS

Designed for clerical workers who are called upon to apply fundamentals of arithmetic to their jobs. Emphasis will be placed on review of business arithmetic including fractions, ratios, proportion, percentages, common divisors and multiples, progressions and elementary graphs and statistics. Special applications will be made to business problems such as simple interest; simple, bank, cash and trade discount; profit and loss; sales turnover; equation of partial payments and accounts; commuting debts; compound interest; compound discount; and annuities. Use of calculating machine and slide rule will be explained.

213. Identification of Local Plants

2 credits

JOSEPH EWAN

An elementary course, with no prerequisites, dealing with the process of determining the names of the plants, both wild and cultivated, trees, shrubs, herbs and wild flowers, of the vicinity of Washington, D. C. The work will include discussion of the books and keys to the plants, the language they are written in, and how to use them. Most of the work will be with actual plants, largely those brought in by the students or gathered on class field trips. Instruction and demonstration will be given in the methods of pressing, drying, and mounting plant specimens.



## 214. Birds of the Washington Area

2 credits

CHANDLER S. ROBBINS

Introduction to birds of the District of Columbia region, stressing field identification, but touching on classification, distribution, migration, nesting, ecology and research methods. Museum collections of birds will be inspected and recordings of bird songs will be available in addition to the field trips.

## 340. Trends in Contemporary Literature

1 credit

DELIGHT HOLT

Analyzes dominant tendencies in contemporary literature, that is, literature between the two World Wars, examining historic origins of these trends; the evolution of our thought patterns; the influence of social, economic, and political developments; and general and individual stylistic tendencies. Reading assignments in fiction and in non-fiction will be made. Attention will be focused on the American literary scene, but a few significant works by foreign authors which have been written in or translated into English will be considered. Students will, through direction, develop a sense of literary style and a fuller understanding of human nature in terms of the forces it reacts to, and how and why it reacts. In addition to reading and class discussion, work of the course will consist of written reports and reviews.

## 50. Speech Clinic

Non-credit

WALTER B. EMERY

A speech clinic has been organized as a service to Graduate School students. The clinic is designed to help correct serious abnormal speech disorders. Private consultation and practice with instructor 30 minutes per week for 10 weeks. Schedule of evening or Saturday appointments to be arranged with the instructor. Limited to 8 students.

## Intensive Language Instruction

The Graduate School, in cooperation with the Foreign Service Institute of the Department of State, now offers opportunities in intensive language instruction. The Intensive Language Program of the American Council of Learned Societies, working with the armed forces, developed a rapid and efficient system of teaching languages. Through the method developed by that Program, a student is able to speak the language fluently in a relatively short period. For French and Spanish a good start can be acquired in four to six weeks. Under this type of intensive instruction, the student learns through listening and imitating a native speaker; the whole process being directed by a trained linguistic scientist who is a specialist in the language. (1947-48 Bulletin will carry more information about classes organized on official and unofficial time.)

## Intensive Language Instruction—French

6 credits

Foreign Service Institute Staff

Fee: \$45 for class of 8

\$55 for class of 6

An intensive course lasting one month will be offered this summer for six to eight students. The group will meet at least eight hours each day; four hours with the instructor or drill-master and four hours in group practice.

Persons wishing to enroll should make arrangements with the Registrar on or before June 6. Those enrolling will take annual leave or make other necessary personal arrangements.

## 46. Everyday Russian

Non-credit

GEORGE M. SAHAROV

Accuracy and facility in the use of oral Russian will be attempted through the use of dictation, conversation, and other devices. The work will be adapted to those entering the course. The course is designed especially for those who wish to acquire fluency in the spoken language of today. Prerequisite: One year of Russian.

## 47. Everyday Spanish

Non-credit

RAFAEL SUPERVIA

Accuracy and facility in the use of oral Spanish will be attempted through the use of dictation, conversation, and other devices. The work will be adapted to those entering the course. The course is designed especially for those who wish to acquire fluency in the spoken language of today. Prerequisite: One year of Spanish.

## 2. Review of Calculus

Non-credit

H. BURKE HORTON

Variables, functions, limits, divided differences, derivatives, application of derivative to geometry, engineering curve fitting and analysis. Transcendental functions, polar equations, differentials, mean value theorem, techniques of integration and engineering application. Series and expansion of functions. Prerequisite: Calculus.



## **520. Introduction to Sociometry and Psychodrama**

**2 credits**

**MARGARET E. BARRON**

Basic principles and techniques of psychodrama, an action method of work with people which has many different applications: therapy, research, and testing. Major emphasis in this course is on application as a training technique. "Role-playing" or "reality practice" gives a means of translating principles into methods, permits application of what is under study to situations where trainees are not "playing keeps." The use of action techniques as part of a training plan and their relation to basic learning principles is discussed, with application of the method to specific training problems, including supervisory, interview, and secretarial training. Members of the group will have opportunity to lead practice training sessions. Sociometry, the study and measure of psychological networks within groups, is covered briefly: as a background for some of the principles of psychodrama and for understanding of group structure and its relation to group effectiveness and morale. Applications of sociometric techniques in both research and remedial work in community, institutional, and employment situations are discussed.

Prerequisite: Bachelor's degree plus experience at grade CAF-7 or above in training, supervision, personnel administration; or consent of instructor. Limited to 15 students. (Some sessions will be held at the psychodramatic theater at St. Elizabeth's Hospital.)

## **129. Beginning Gregg Shorthand I**

**3 credits**

**JALVA VALE**

Thorough knowledge of shorthand theory up to disjoined prefixes and suffixes; mastery of brief forms; ability to write legible outlines and to take dictation of new and practiced material; ability to read shorthand plates at a fairly rapid rate.

## **130. Beginning Gregg Shorthand II**

**3 credits**

**LEWIS R. TOLL**

Completion of theory; mastery of prefixes, suffixes, special forms, and abbreviated words; ability to take dictation of business letters and standard test material at 70 words a minute and to produce mailable transcripts. Prerequisite: Beginning Gregg Shorthand I or its equivalent.

## **110. Introductory Survey of Economics**

**2 credits**

**BUSHROD W. ALLIN**

A refresher course for those for whom a lapse of time has intervened since taking a more complete course in principles and who wish to review the basic principles. Also for those interested in becoming acquainted with the nature and general content of economics as a science and a profession.

## **428. World Politics**

**2 credits**

**H. M. SPITZER**

An introduction to current world affairs and international relations. The central theme of the course will be the organization of peace in our time. Conflicts between states and within states in various regions of the world will be examined from that point of view, and attention will be devoted not only to the material interest but also to the spiritual forces involved. Each session will be devoted to one selected topic and the time will be evenly divided between the introductory exposition by the lecturer and the discussions by the members of the class.

## **546. Shaping and Implementation of United States Foreign Policy**

**2 credits**

**NELSON TRUSLER JOHNSON**

The United States and its position in the world. A study of the United States Government organization for conducting its business with other governments; sources of foreign policy; forces which have played a major role in shaping of foreign policy; implementation of foreign policy in peace and war. Need for reorganization of our inter-governmental machinery to meet present world conditions.

## **690. Air Traffic Management**

**2 credits**

**MYLES ROBINSON**

A course in the principles and practices of air transport carriers in the domestic and foreign service, designed for those interested in the development of air transportation and the traffic aspects of commercial air-line work. The scope of the course includes the study of developments of air transportation, including airports and airways; airmail services and rates; air express and freight transportation and rates; air passenger transportation services and fares; the publication of air express and passenger tariffs and other aspects of traffic management as applied to air transportation. The course concludes with the consideration of local, state, Federal and international regulation and development of air transportation.

## NEW INSTRUCTORS

- DAVID SPRINGER BROWN, A.B., Maine. Chief, Veterans Placement Division, Civil Aeronautics Administration. (Administration and Administrative Procedures)
- PHILIP I. BROWN, B.S., Pittsburgh. Statistician, Bureau of Labor Statistics, Department of Labor. (Mathematics and Statistics)
- JOHN DE NOIA, M.A., North Carolina. Bibliographer, Library of Congress. (Foreign Languages)
- JOSEPH P. FINDLAY, A.B., George Washington. Assistant Chief, Division of Classification, Office of Personnel, USDA. (Administration and Administrative Procedures)
- WILSON F. HARWOOD, A.B., Stanford. Budget Officer, Naval Research Laboratory, Navy Department. (Administration and Administrative Procedures)
- HAROLD BURKE HORTON, M.B.A., Texas. Senior Transportation Analyst, Interstate Commerce Commission. (Mathematics and Statistics)
- EDWARD HUBERMAN, Ph.D., Duke. Information Specialist, U. S. Public Health Service, Federal Security Agency. (English and Speech)
- NELSON TRUSLER JOHNSON, Secretary General to the Far Eastern Commission, former Ambassador to China and Minister to Australia. (Social Sciences)
- MARIANNE LEDERER, Lehrrantspruesung, University of Vienna. Taught in the secondary schools of Vienna. (Foreign Languages)
- MARY ELIZABETH MOHLER, M.A., Northwestern. Assistant Chief, Publications Clearance Unit, Bureau of the Budget. (English and Speech)
- WILLIAM R. PABST, Ph.D., Columbia. Statistician, U. S. Navy. Taught in Cornell, Amherst, and Tulane. (Mathematics and Statistics)
- HELEN SLOMAN PRYOR, Employee Relations Officer, Office of the Administrator, Federal Security Agency. Author; joint author, with William C. Pryor, of numerous articles and books. (English and Speech)
- JOSEPH S. RHODES, M.A., Brooklyn. Statistician, Bureau of the Census, Department of Commerce (Mathematics and Statistics)
- CHANDLER S. ROBBINS, A.B., Harvard. Biologist, Fish and Wildlife Service, Department of Interior. (Biological Sciences)
- CHARLES P. SPARKS, M.A., Ohio State. Chief, Performance, Evaluation and Promotion Unit, Personnel Research Section, Adjutant Generals Office, War Department. Taught in Butler University. (Psychology)
- JALVA VALE, B.S., Western Kentucky State Teachers College. Management Analyst, Office of Price Administration. (Shorthand)

### Calendar for the 27th School Year, 1947-48

#### Fall Semester

- September 8—Registration begins
- September 22, Monday—Fall Semester begins
- September 22 to 26—All classes begin unless other date is given in Time Schedule Bulletin
- October 3—Last day of registration for credit
- October 3, Friday—End of refund period and last day of registration, or registration transfer without payment of extra fee
- November 3—Last day to make deferred payments
- November 11, Armistice Day—No classes
- November 27, Thanksgiving holiday—No classes
- December 20, Saturday—Christmas holidays begin; no classes
- January 5, Monday—Classes resume after holidays
- January 16, Friday—Close of Fall Semester\*

#### Spring Semester

- January 12—Registration begins
- February 2, Monday—Spring Semester begins
- February 2 to 6—All classes begin unless other date is given in Time Schedule Bulletin
- February 13—Last day of registration for credit
- February 13, Friday—End of refund period and last day of registration, or registration transfer without payment of extra fee
- March 15—Last day to make deferred payments
- May 14, Friday—Close of Spring Semester\*

\* Classes which have missed sessions because of the restoration of holidays in the Federal service or for any other reason will continue until deficiency is made up.